

Date

## ROUTING AND TRANSMITTAL SLIP

24 December 1985

TO: (Name, office symbol, room number,  
building, Agency/Post)

Initials

Date

STAT Director, ICS -

2.

3.

4.

5.

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS

DO NOT use this form as a RECORD of approvals, concurrences, disposals,  
clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)

OP/RD/ROB/OPS

Room No.—Bldg.

901 Ames

Phone No.

STAT

5041-102

★ GPO : 1981 O - 361-529 (148)

OPTIONAL FORM 41 (Rev. 7-76)  
Prescribed by GSA  
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LOGGED

26 DEC 1985

24 December 1985

MEMORANDUM FOR: Director, Intelligence Collection Staff

FROM: Robert W. Magee  
Director of PersonnelSUBJECT: Retirement Award Review - 

1. Recently, the employee identified above signed an application for retirement to be effective 31 December 1985. In order to ensure that this employee is considered for an award consistent with  you are asked to initiate a review of this employee's career performance to determine whether a recommendation for a career award is appropriate. I have been somewhat disappointed to have to inform employees of a retirement award by letter months after they have separated from the Agency. While the letters are nicely prepared, it is a very cold practice which does not reflect particularly well on us nor does it communicate to the recipient the real degree of gratitude we have for the many years of loyal service. Surely we can do better than this. Because there is not much time between now and the employee's retirement date, you should undertake this review as quickly as possible. We find that greater significance is attached to an award when it is received close to the date of retirement.

2. Because retirement is a significant event in an employee's life, we suggest some form of retirement recognition for each employee. While you will likely have some thoughts of your own for this recognition, we suggest that you consider personalizing this event by arranging a farewell meeting with the retiree, you and your senior officers, on the last day of employment. At that time you can express the Agency's gratitude for the employee's career contributions and extend best wishes for the future. Most retirees have found this type of meeting meaningful after giving many years of their life to the Agency.

  
/ Robert W. Magee